



EMERGENCY SHELTER CARE

FC No.: 960

Date: 01-20-04

Contents:

- I. Policy
- II. Assessment and Placement Procedures
- III. Proponent Unit
- IV. Cancellation

I. Policy

It is the policy of this department to assist the Department of Health and Human Services (DHHS) in providing emergency shelter services to homeless and temporarily stranded persons in the county by conducting initial assessments and when necessary, providing transportation to authorized shelter facilities.

II. Assessment and Placement Procedures

- A. An employee will conduct an initial assessment of any person making a request for emergency shelter care. The employee's primary responsibility when assisting a person in need of emergency shelter care is the requester's welfare and safety. During severe weather emergencies or under other circumstances when the safety of the requester may be in jeopardy, the employee will ensure that the person is assisted and transported to a shelter facility. Shelter care will not be considered for persons in need of immediate hospitalization or incarceration. Such persons will be hospitalized or incarcerated through current police procedures.

B. Adult(s) Without Children

If a need for shelter care exists and the requester is an adult without children, the assessing employee will contact the Crisis Center at (240) 777-4000 and provide them with any information requested. The Crisis Center will establish the person's eligibility for shelter care and if appropriate, arrange for placement in and transportation to an authorized shelter facility. If the Crisis Center authorizes placement into a motel or hotel, the assessing employee will complete a Shelter Authorization Form (DHHS 962B). The green copy will be given to the person requesting

shelter with instructions to present the form to the hotel/motel clerk. The white copy will be placed into a buckshot envelope and returned to DHHS via inter-departmental mail.

Supplies of Shelter Authorization forms will be maintained at each district station.

C. Adult(s) With Children

Adult(s) with children requesting emergency shelter care during regular working hours (Monday through Friday, 0830 - 1700 hours) will be referred to one of the following crisis intervention offices:

1. **1301 Piccard Dr., Rockville, (240) 777-4550.**
2. 12900 Middlebrook Road, (240) 777-4448.
3. 8818 Georgia Avenue, (240) 777-3075.

On weekends, holidays, and after regular working hours, adults with children will be referred to the Crisis Center as described in section II.B. ***Should employees experience any difficulties they may contact Mr. Alex Wertheim at (240) 777-4125.***

- D. Documentation of any emergency shelter care activity will be accomplished by using the "2953" event code classification, "Emergency Shelter Care."

III. Proponent Unit: FSB Administration

IV. Cancellation

This directive cancels Function Code 960, dated 01-05-99.

A handwritten signature in cursive script, reading "William C. O'Toole", is positioned above the printed name.

William O'Toole
Acting Chief of Police